



STATE OF UTAH
invites applications for the position of:

Accounting Technician III

SALARY: \$12.93 /Hour

OPENING DATE: 06/19/17

CLOSING DATE: 07/09/17 11:59 PM

**NUMBER OF
OPENINGS:** 1

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL
BACKGROUND
CHECK:**

You must successfully pass a criminal history check.

**DRIVER
LICENSE
REQUIREMENTS:**

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<http://www.rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL
ADDRESS:**

Utah Department of Corrections Finance Bureau 14717 S. Minuteman Drive
Draper, UT

**RECRUITER
NAME:**

Natalie Gearheart

**RECRUITER
TELEPHONE
NUMBER:**

801-545-5659

**RECRUITER
EMAIL
ADDRESS:**

ngearheart@utah.gov

**OVERTIME
EXEMPT:**

No

**SCHEDULE
CODE:**

B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO
STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

JOB DESCRIPTION:



Are you interested in starting a career in government or in the financial field as an **Accounting Technician III**? This position with the Utah Department of Corrections might be for you.

Principle Duties

The Accounting Technician III will prepare and process a variety of accounting documents/transactions and maintain department accounts. Accounting activities may include accounts payable, accounts receivable, collections, revenues, taxes, audit research, and other related accounting tasks including:

- knowledge of reporting and documentation
- a knowledge of agency objectives, organization, structure and mission
- an understanding of bookkeeping procedures
- an ability to support professional staff such as accountants, budget officers, managers, etc.
- the ability to process adjustments to data and accounts
- written and/or oral correspondence with offenders and/or offender's families

This working hours for this position are Monday through Friday 8:00 am to 5:00 pm.

Hourly rate is \$12.93.

Current UDC employees are subject to the Career Ladder.

The Ideal Candidate

The model candidate for this position is someone who:

- Is very detail oriented and willing to learn and adapt to new ways.
- Self motivated
- At least 1 year of experience of accounting experience or providing office/clerical support in a professional office setting.

Why You Should Join Our Team

Besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

The Agency

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information on the Utah Department of Corrections please click [here](#).

EXAMPLE OF DUTIES:

- Prepares and processes billings, claims, warrants, disbursements and related documents.
- Prepares and processes documents, reviews for accuracy and completeness, updates information and evaluates against policy/procedure. Compares elements for consistency or logical relationships.
- Reviews documents, reconciles discrepancies, and makes needed adjustments.
- Enters data into a computer system and retrieves, corrects, or deletes previously entered data.
- Receives, researches, and responds to incoming questions or complaints. Provides information, explains policy and procedures, and facilitates a resolution.
- Writes or drafts correspondence, reports, documents, and other written materials.
- Provides assistance and on-the-job training.

TYPICAL QUALIFICATIONS:

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

- use computer relational database software
- enter, transcribe, record, store, or maintain information in either written or electronic form
- prepare reports and documentation
- make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions
- use basic and business math to solve problems
- principles, practices, and procedures of an office environment
- compile, code, categorize, calculate, tabulate, audit, verify, and process information or data
- review and edit documents for accuracy and completeness
- bookkeeping procedures
- applicable laws, rules, regulations, policies, and procedures
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- communicate information and ideas clearly, and concisely; read and understand information presented in writing
- use automated accounting and financial computer systems
- use computer spreadsheet software
- deal with people in a manner which shows sensitivity, tact, and professionalism
- document accounts receivables and payables
- principles, theories, and practices of leadership

SUPPLEMENTAL INFORMATION:

- ONLY QUALIFIED CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.
- **APPLICANTS MUST ANSWER ALL QUESTIONS, COMPLETE A RESUME, AND SUBMIT THE APPLICATION IN ORDER TO BE CONSIDERED FOR THE POSITION. FAILURE TO DO SO WILL DISQUALIFY YOU FOR THE POSITION.**
- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
- Members of minority population groups are encouraged to apply.

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APPLICATIONS MAY BE FILED ONLINE AT:
<https://statejobs.utah.gov>

Position #12590
 ACCOUNTING TECHNICIAN III
 NG

2120 State Office Building
 Salt Lake City, UT 84114
 801-538-3025

statejobs@utah.gov

Accounting Technician III Supplemental Questionnaire

- * 1. Are you a current employee with the Utah Department of Corrections?
- ☐ No
☐ Yes
- * 2. If yes, please select the number of years of experience you have working at the Utah Department of Corrections.
- ☐ None
☐ 1 completed year
☐ 2 completed years

- ☐ 3 completed years
- ☐ 4 completed years
- ☐ 5 completed years
- ☐ 6 completed years
- ☐ 7 completed years
- ☐ 8 completed years
- ☐ 9 completed years
- ☐ 10+ completed years

3. Based on question #3, please use the space provided below to list your positions held and time in each position.

* 4. Please indicate your current years of experience working in an office setting.

- ☐ None
- ☐ <1 year
- ☐ 1-2 years
- ☐ 2-3 years
- ☐ 3-4 years
- ☐ 4-5 years
- ☐ 5+ years

5. Based on question #6, please use the space provided below to list your positions held and time in each position.

* 6. Please select all computer programs that you are familiar with.

- ☐ Word
- ☐ Excel
- ☐ Powerpoint
- ☐ Access
- ☐ FINET
- ☐ UDOCA
- ☐ Web-Track

7. Describe IN DETAIL how you have used the above computer programs on the job.

* 8. Please indicate how you heard about this specific job posting.

- ☐ State Jobs
- ☐ An External Job Posting Site (Monster, LinkedIn, etc)
- ☐ Social Media (Facebook, Twitter, etc)
- ☐ Advertisement (Newspaper, Internet, Radio, etc)
- ☐ Professional Network
- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair

* Required Question